



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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May 15, 1991

## **Strengthened GPO Ties with the Library Community Announced by the Public Printer**

At the recent meeting of the Depository Library Council Public Printer Robert W. Houk announced a four-part plan for improving the Government Printing Office's interaction with the library community. This new approach, which will be implemented over the coming year, will:

- enhance the advisory capabilities of the Depository Library Council;
- improve information and program decision input opportunities between depository librarians and the broader Government information community;
- expand the presence of the Federal Depository Library Program at major meetings of key professional library organizations; and
- provide opportunities for greater exposure of GPO program officials to the depository library community in the State and local environment.

The Library Programs Service is pleased to announce, as part of this new commitment, the first annual Federal Depository Conference, which is tentatively scheduled to be held in Washington, DC, during the week of April 6-10, 1992. The Conference will incorporate many of the continuing education aspects formerly included in meetings of the Council, including GPO and LPS updates, the regional depositories meeting, and opportunities for question and answer periods with program personnel. LPS will announce the arrangements for the Spring 1992 Federal Depository Conference in the near future.

Please refer to the text of the Public Printer's address to the Depository Library Council immediately following this article for additional discussion on this topic.



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## ***Last Call for Biennial Surveys!*** **Due in LPS by May 15, 1991**

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Robert W. Houk  
Public Printer of the United States

**Remarks Before The Depository Library Advisory Council  
Spring 1991 Meeting**

**Park Plaza Hotel - Boston, Massachusetts - April 17, 1991**

Good morning, everyone. It's a pleasure to be here today at this opening session of the spring 1991 meeting. I trust all of you arrived in Boston safely and are comfortably situated, and that as many of you as possible were able to take in yesterday's Red Sox game.

This occasion marks the third meeting of the Depository Library Council since I took office as Public Printer a little more than a year ago. Once again I'm pleased to note the interest of the depository library community in the Council's activities. I understand we have a total attendance here of about 150.

I want to thank Arthur Curley of the Boston Public Library for his kind opening remarks. I also want to thank your chairman, David Cobb, for the hard work he's done in organizing this conference, and for his leadership of the Depository Library Council over the past year.

**Staff Introductions**

We have a busy agenda lined up for us. In addition to GPO staff presentations today and tomorrow by Bonnie Trivizas, Joe McClane, Jane Bartlett, Sheila McGarr, Dave Brown, and Gil Baldwin--all of whom need no introduction to this audience--you're going to see a couple of new faces representing GPO.

In a few minutes, Nancy Guiden, GPO's new Director of Congressional, Legislative, and Public Affairs, will give you an update on current legislative developments. Nancy joined us late last summer after 15 years of experience in the Government, including a tour of duty at the White House, and her experience and skills have already proven to be a real asset to GPO's management team.

Another face I think most of you will recognize belongs to a former member of the Depository Library Council, Judy Russell. Judy came on board last month to direct GPO's new Office of Information Dissemination Policy, a function I've made responsible for determining GPO's role in the execution of Federal information policy. With a strong background in information technology and more than 20 years of experience in the Government information community, Judy is the resource GPO needs in order to assert itself as a leader in Federal information dissemination.

Last but certainly not least, it's both an honor and a pleasure for me to introduce to you this morning GPO's new Superintendent of Documents, whom I selected from among an extensive field of knowledgeable and highly qualified candidates.



Ladies and gentlemen, our new Superintendent of Documents is Mr. Wayne Kelley, who joined us Monday following a career of more than 20 years as publisher of the Congressional Quarterly, one of Washington's--and the Nation's--most highly respected journals of Congress and the Federal Government. During his distinguished tenure there, Wayne elevated the prestige of the Congressional Quarterly, modernized it, created new markets, and vastly expanded CQ's reputation for excellent and incisive journalism. I consider him to be an exceptional addition to GPO, and I look forward to his contributions in our ongoing effort to improve access by the American public to Government information.

Wayne, would you stand up please? Following the conclusion of my remarks this morning, I'd like to have Wayne come up here to say a few words.

### **Highlights of Activities**

Now, if you used to listen to Garrison Keillor's "Prairie Home Companion," you'll remember that he always preceded his news from Lake Wobegon with the phrase, "It's been a quiet week in my hometown..."

Well, it's been anything but quiet at the GPO since we met last October, so let me take just a few minutes to recap the highlights of our Depository Library Program activities since then. I reviewed some of these developments at the American Library Association's Midwinter meeting in Chicago in January, and at the American Association of Law Libraries Winter Institute in Williamsburg in February, as those of you who were there will recall.

### **1990 Annual Report**

As we speak here this morning, GPO's annual report for Fiscal Year 1990 is going to press. With regard to the Depository Library Program, the report notes the key issues that dominated our management of the Program during the year.

Including distributions performed by the Department of Energy and the U.S. Geological Survey, operating in cooperation with GPO, a total of 26.9 million copies of approximately 69,000 titles were distributed to depository libraries in 1990, roughly the same number of copies and titles in 1989. GPO's share of that total distribution increased, however. During the year, GPO distributed more than 24.6 million copies of 54,000 titles in both paper and microfiche formats to depository libraries, increases of 5 and 7 percent, respectively, over the distribution performed in 1989. GPO itself distributed a total of 14.4 million copies of over 31,600 microfiche titles in 1990, up from 13.7 million copies of 29,000 titles in 1989.

In other areas, the Annual Report discusses our success in expanding the number of electronic formats made available through the Program, and our efforts to raise the visibility of the Program among Federal publishing agencies. We're printing sufficient copies of the annual report, of course, for distribution to depository libraries.

### **Technology**

On the technology front, sound progress continues to be made in the conduct and evaluation of our 5 electronic pilot projects. In the meantime, several new electronic

offerings have been implemented, primarily in deliverable formats such as CD-ROM's and diskettes, and current plans call for the addition of a large number of new offerings by the end of this fiscal year. Project Hermes, a bulletin board offering current Supreme Court opinions, also became an operational reality in November. Jane Bartlett will be filling you in on all the details of our progress in the electronic dissemination area.

### **Joint Committee on Printing**

In January, we appeared in hearings before the Joint Committee to testify on progress we've made in addressing the recommendations of the General Accounting Office in its September 1990 report on the management of the GPO, and to discuss measures we've undertaken to improve the delivery of Congressional information products.

The unprecedented crush of legislative business in the closing weeks of the 101st Congress last fall imposed equally unprecedented demands on GPO's production and delivery capabilities. In my view, GPO responded to these demands admirably, although there were isolated instances of late deliveries. During the January hearing, we presented two action plans to the Joint Committee--one to implement the GAO's recommendations, and the other to make operational and procedural improvements to our Congressional printing operations to ensure the timely delivery of Congressional products in the future.

You'll be pleased to hear that next week the Joint Committee is convening public hearings, entitled "Government Information as a Public Asset: How Is, and How Should, Information Be Shared with the American People." Among other things, these hearings will address the problem of "fugitive" publications--those publications which qualify for inclusion in the Depository Library Program, but which aren't distributed through the Program. I'm very pleased to see the degree of Congressional attention that is being directed at this longstanding issue. Along with the testimony I'm scheduled to provide, the Joint Committee will hear from panels of librarians, public interest groups, and Federal publishing agencies.

This upcoming hearing signifies, I believe, the increased attention that GPO can expect to receive from the new leadership of the Joint Committee in the 102nd Congress. I've had the opportunity to meet with the new Chairman, Congressman Charlie Rose, and he has been over to the GPO to visit and tour our operations. We have established a sound working relationship that's going to be highly beneficial to the GPO and the Depository Library Program in the coming period.

### **"Electronic Window" Concept**

One of the scheduled witnesses at the upcoming Joint Committee hearing will be Mr. James Love, an associate of Ralph Nader. I had the opportunity to meet with both of these gentlemen in December concerning a proposal for GPO to provide a "window" to all Government electronic information products and services.

In concept, let me say that I found this proposal to be very ambitious, particularly with respect to the issues of cost, technological capability, and organizational feasibility. At the same time, however, let me also say that the idea of GPO as a "window" on



Government information reflects, I believe, the fundamental intent of GPO's statutory mission. So I'm not about to discount this concept out of hand, although I look forward to its continued refinement.

### **Appropriations**

On the appropriations front, late last October we gained Congressional approval to distribute paper copies of the bound Congressional Record to regional depositories and one depository in each state without a regional. Congress also approved our plan to restore the distribution of paper copies of the State Department's Foreign Relations of the United States on a dual format basis. These approvals, I believe, signal an increased willingness by Congress to respond to the needs of depositories.

In February, we had our hearing before the House on our funding request for Fiscal Year 1992. Departing from past practice, we've proposed an aggressive, comprehensive plan for restoring funding for our Congressional printing operations to adequate levels, including the regular production and distribution of CD-ROM versions of the bound Congressional Record for all years 1986 and forward. I'm pleased to say that our request was well received. We're currently preparing for our hearing before the Senate next week.

### **Legislation**

On the legislative front, as you know, efforts to enact the Bates bill and the Paperwork Reduction Act bills collapsed at the end of the last Congress. As Nancy will tell you, the prospects for legislative modernization of Title 44 in the 102nd Congress are unclear at this time. Let me assure you, however, that those prospects are not going to dissuade us from continuing to make progress on the inclusion of electronic publications in the Depository Library Program. This progress is essential, in my view, to the continued viability and success of the Program.

### **Alkaline Paper**

Many of you participated in the alkaline paper survey that was conducted last year, and you've seen the results that were published in Administrative Notes. Last fall, the President signed into law the Pell resolution establishing a national policy on acid-free permanent paper. The law requires the Public Printer, the Librarian of Congress, and the Archivist of the United States to devise oversight mechanisms to put that law into effect. Since then, our offices have met to begin this process, and we'll keep you informed as progress is made.

### **NTIS Project**

I'm also pleased to tell you that we've launched a cooperative effort with the National Technical Information Service (NTIS) to devise joint plans for improving the delivery of Government information products and services to the public. As part of this effort, we've established an interagency agreement for a demonstration project for the procurement of microfiche conversion services involving approximately 100 titles disseminated to international exchange libraries. We've also had fruitful talks about the potential for selling certain NTIS publications through GPO's bookstores. Another area that I want to explore through this joint effort is the feasibility of having out-of-print GPO sales publications available through NTIS. I'm very optimistic about the potential

success of these efforts, and we'll keep you apprised of continued movements in this area.

### **White House Conference**

We're continuing to maintain close liaison with the National Commission on Libraries and Information Science as the White House Conference on Libraries and Information Science this summer draws closer. Unlike the last such conference in 1979, GPO will have a presence at the upcoming conference, demonstrating the importance of our participation in the development of plans and actions affecting the conduct of Federal information policy.

Specifically, I will be a participant in a panel discussing the future of Federal information policy--called the "Great Debate"-- to be conducted on Friday, July 12. In connection with the conference efforts, I've also been asked to be a participant in an hour-long television program being prepared by the United States Information Agency on Thursday July 11, to discuss Government information dissemination issues.

### **Revision of OMB Circular A-130**

We've also signalled our intent to participate in the comment and review process for the upcoming revision of OMB Circular A-130, which OMB is currently undertaking. We've already made contact with OMB on this matter, reiterating our keen interest in assuring that the final product of this revision process fully reflects the needs of the Depository Library Program. Informal discussions have encouraged us to expect that an increased level of support for the Program will be reflected in the revised circular.

### **Cost-Sharing Opinion**

Turning now to the business of the spring meeting, you have before you GPO's responses to the recommendations submitted by the Council at the fall 1990 meeting. I want to comment on GPO's response to two of these recommendations, numbers 10 and 12.

As you'll recall, there was a considerable amount of discussion at the meeting last fall about the subject of cost-sharing. I think the specifics of that issue are familiar to all of us here today, since they were the principal focus of concern in the Bates bill.

The concept of cost-sharing that was included in the Bates bill was, as the Council noted, "vague, undefined, and open-ended." To gain a clearer picture of the issue under current law, the Council requested the Public Printer "to seek the advice of his legal counsel on the dissemination of information in electronic form and its associated issues such as costs." Subsequently, I asked my General Counsel whether it is permissible under existing law for depository libraries to impose user fees for Government information distributed in electronic formats through the Depository Library Program.

He found that depository libraries are prohibited under existing law from charging the public for obtaining Government information supplied through the Depository Library Program. This prohibition extends to both ink-on-paper publications and publications in electronic format, which GPO has consistently interpreted to be included within the definition of "Government publication" found in Title 44.



Second, I asked whether the Federal Government has any responsibility under existing law to pay the costs associated with accessing electronic information provided through the Depository Library Program, and if so, whether such costs may be shared with depository libraries. The General Counsel's finding was equally clear. The law requires the Federal Government to fund electronic access for depository libraries to the extent that sufficient funds are available to GPO and the publishing Agencies.

With respect to GPO's role in electronic dissemination, the opinion states that GPO is responsible, within the limits of available appropriations and other programmatic considerations, for the costs of conveying the information to the depository libraries. This issue is at once both problematic in this era of continued funding limitations, and potentially rich with practical Program implications and alternatives. The implications of the General Counsel's opinion must become the focus of our efforts as we continue to expand the availability of electronic Government information through the Depository Library Program. In upcoming sessions today and tomorrow, Bonnie Trivizas and Judy Russell will be on hand to discuss these implications and alternatives.

I want to emphasize that I consider this a key opinion, as I'm sure you will, too. For it establishes a sound framework within which the future of public access to Government information in electronic formats through the Depository Library Program must be worked out. Now is the time to put behind us the days of confusion and controversy that characterized our previous visitations of this issue. Instead, we must work cooperatively to devise legally viable, practical, and realistic solutions for the improvement of public access through depository libraries to the expanding range of Government information in electronic formats.

### **Improving Interaction with the Library Community**

I want to bring before you one final, important matter to which I've given a great deal of thought since our meeting last October.

At that time, as you'll recall, I spoke to you about the need for a new direction for the Depository Library Program. Citing the profound fiscal and technological challenges confronting the Program today, I noted that in a time when we need bold approaches to these challenges, we've been preoccupied either with incrementalism--with ad hoc, short term responses that have done little to advance our collective thinking on the most fundamental questions confronting us today--or we've sacrificed key opportunities for the Depository Library Council to make significant contributions to resolving important issues.

I'm reminded, for example, of the excellent discussion on cost-sharing that occurred during Council deliberations at the spring 1990 meeting in Phoenix. There, the issue was thoroughly covered in all its ramifications, yet no effort was made to share the fruits of that important discussion either with the depository library community, the GPO, or Congress, which at that time was struggling with cost-sharing in the Bates bill. As a result, we lost rich and valuable thinking on this important issue, which now, a year later, has only recently been resolved.

In politics, as you know, timing is everything. The time for the passage of a bill to

modernize Title 44 was upon us last year. But because of the cost-sharing question and the inability to resolve the differences surrounding it, that moment, as well as the Council's opportunity to contribute to it, was lost.

Questions persist. Where is the Depository Library Program really headed? How does it expect to get there in view of continued funding limitations and the increasing presence of alternative electronic formats? Does the Program need to be restructured, as many have suggested? And if so, in what manner? At the bottom line, the question continues to be, how can the Federal Government best serve the information needs of the American people through the concept of depository distribution as we approach the turn of the century?

The fact that these questions are so persistent has led me to conclude that we--the GPO, the members of the Depository Library Council, the representatives of professional library associations, individual librarians, Federal publishers, private sector information providers, and members of the library user community--lack the focus we need to resolve these issues. For these questions are not going to be resolved for us. Our experience on Capitol Hill last year with the Bates and Paperwork Reduction Act bills proved that very point. We must do this work ourselves.

After much thought, I have decided that to restore our focus properly on the challenges confronting us, new measures are needed to improve the advisory capacity of the Depository Library Council. Equally and at the same time, new measures are needed to enhance the depository library community's opportunities for interaction with GPO officials and other members of the Government information community.

I will tell you honestly that I have not been very happy with the current pattern of the Depository Library Council's meetings. This is no reflection on the very capable leadership provided over the last year by your Chairman, David Cobb. Instead, it is a reflection on the current structure and focus of the Council's activities. We haven't been able to develop fully the depth and richness of inquiry that are required of the Council's fundamental advisory role and capabilities, and which are so necessary to resolve the issues confronting us today. We are not utilizing this body--this Council of advisors, who are selected for their knowledge and expertise in the depository library field--in a manner that effectively addresses the broad conditions affecting GPO's role in the Government information community, and that will assist in implementing a new direction for the Depository Library Program.

Nor have I been happy with the opportunities we have been providing for information exchange between the depository library community and GPO. I'm concerned that we are not reaching the totality of the audience that we should. Although I'm pleased to see the continued strong interest in these meetings, as evidenced by the number in the audience here today, this audience nevertheless represents less than one-seventh of the 1,400 libraries nationwide that are served by the Depository Library Program.

I'm also concerned that better representation of other elements of the Government information community has not been routinely involved in these meetings. The



opportunities for interaction must be expanded to embrace and include a greater segment of the depository library and Government information communities.

To address these concerns, I intend to institute a new way of conducting the Council's activities. To re-invigorate the advisory capacity of the Council, I will begin this year to convene working meetings of the Council members at the GPO in Washington, D.C., on a semiannual basis.

The purpose of these meetings will be to assist GPO in defining and focusing the policy issues confronting the Depository Library Program, to critique policy options as they are developed, and to review and evaluate the implementation of those options. The agenda of issues for these sessions will be established by GPO in cooperation with the Council leadership, and will involve the formulation of policy options by the Council members, in consultation with such members of the depository library community as the Council members deem appropriate, prior to the meetings. The meetings, of course, will be open to observers, and their results will be published.

To expand interaction opportunities for members of the depository library and Government information communities, we will begin in 1992 to inaugurate an annual open meeting for all depository librarians. The annual conference will be conducted over a 2- to 3-day period in Washington in the spring of each year, in conjunction with National Library Week and Legislative Day.

The location of the meeting in Washington will enable us to bring in a diversity of representatives of the Government information community to meet with depository librarians. Devoted solely to information exchange and interaction, and focusing on opportunities for input to the operation of the Depository Library Program, the meeting will consist of an in-depth agenda featuring briefings and updates by GPO officials, representatives of Congress and Federal publishing agencies, and other members of the Government information community. It will include open forums and question-and-answer sessions and other working sessions, including presentations by Council members. Opportunities will also be there to address the special needs of different categories of libraries. GPO has a significant depth of expertise and experience in creating a comprehensive, meaningful agenda for meetings of this sort. We are also uniquely positioned to create opportunities for visits to Federal agencies and Capitol Hill during National Library Week.

Replacing the current Council meetings with an annual conference is only one part of my plan for improving interaction with the depository library community. We are going to enhance participation by GPO officials and staff in the annual and semiannual meetings of professional library organizations such as the American Library Association, the American Association of Law Libraries, the Association of Research Libraries, the Special Libraries Association and related groups.

Finally, we plan to place increased emphasis on outreach through GPO participation in State and local meetings involving Government documents interests, to bring interaction opportunities closer to library professionals who are not able to attend our annual spring conference or national meetings of library professional groups.

In summary, then, the changes I intend to implement will (1) enhance the advisory capabilities of the Depository Library Council; (2) improve information and Program decision input opportunities between depository librarians and the broader Government information community; (3) expand the presence of the Depository Library Program at major meetings of key professional library organizations; and (4) provide opportunities for greater exposure of GPO program officials to the depository library community in the State and local environment.

The combined elements of this plan will provide the information and advice I need, and will expand access by library professionals to the information **they** need for effective participation in the Depository Library Program. The challenges we face today demand more inter-action among the collective interests in Government information policy. The changes that we will make will provide us with the tools for achieving this interaction that is vital to the future of the Depository Library Program.

### Conclusion

Since taking office a year ago, I've told GPO that the preservation of the status quo for the sake of the status quo has no merit in the responsible and effective administration of public programs. That message is more than a truism. Our Government and our society is based on the notion of dynamism, of improvement toward more effective and efficient ways of getting things done, of change for the better. If that weren't the case, you and I wouldn't be here today. For together we share a deep and abiding interest in improving the operations of the Depository Library Program.

The changes I've presented you with today offer you a challenge. I know that new ways of doing things are sometimes fraught with uncertainty. I can appreciate that, as I've moved forward over the last several months into new and uncharted areas with the improvements we're making throughout GPO. But benefits come with changes, as we are discovering at GPO every day.

What I've devised for the Depository Library Council will give us a new and strengthened capability to **work together** to re-invigorate the process of the Depository Library Council--to **walk together** forward toward the resolution of the complex and fundamental issues confronting us--and to **realize and achieve together** the benefits that will accrue to all of us as a result of these measures. Stay with me on this, and I assure you that you're going to see great and lasting improvements to our ability to set the course of the Depository Library Program for the years to come.

Once again, I welcome you to this spring 1991 meeting, and I thank you for this opportunity to speak with you.



### Phone Number Correction: Carlson

The correct phone number for George Carlson in the list of members of the Superseded Documents Committee, printed in AdNotes, v. 12, no. 10, is: (408) 554-5436.



# Fugitive Documents: Strategies for Renegades

*[Presentation made by David Brown and Sheila McGarr before the Depository Library Council to the Public Printer, Boston, MA on April 18, 1991.]*

- McGarr: Good morning. The discussion of fugitive documents will be conducted in a somewhat unusual way by the two of us. I am Sheila McGarr, Chief of the Depository Administration Branch in the Library Programs Service.
- Brown: And I am Dave Brown, Special Projects Manager in LPS charged with finding solutions to the fugitive document problem. As such, I work very closely with Sheila.
- McGarr: My branch includes the Acquisitions and Classification Section, which is responsible not only for acquisitions but also the assignment of Superintendent of Documents classification numbers. My branch also includes the Micrographics Section which deals not only with format conversion but also quality assurance inspection and typing shipping lists. In addition, there is an Information Processing Unit that prepares both the electronic and paper shipping lists, item number surveys, and the annual Item Selection Update Cycle.
- Brown: We have decided to define "fugitive" documents as any government information product produced in any format which is within the scope of the Federal Depository Library Program but which is not distributed to depository libraries for whatever reason. Unfortunately, no one - not the Government Printing Office, the Joint Committee on Printing, nor the Office of Management and Budget - can make more than an educated guess as to how many information products are issued annually by the federal government.
- McGarr: Often, agency printing officers do not know the scope of renegade publications in their own organizations especially with desk-top publishing, photocopying machines, and now electronic deliverables.
- Brown: Title 44 of the United States Code requires agencies to make their publications available for distribution to depository libraries regardless of source. However, there are three exceptions:
- McGarr: These are (1) when the issuing agency determines the document is for official use only, or for strictly administrative or operational purposes which have no public interest or educational value; (2) when the issuing agency determines the document must be restricted because of national security; and (3) when the issuing agency considers it a cooperative publication which must be sold in order to be self-sustaining.
- Brown: If a product is produced by or procured through the Government Printing Office, the originating agency is not responsible for the printing and binding costs, floppy disk reproduction, CD-ROM pressing, etc., when it applies to

depository copies. However, if the agency produced the document itself, or if it is included in a government contract or grant, or if it is reproduced on duplicating equipment, then the agency must pay the costs of depository library copies.

McGarr: **In all cases**, the Government Printing Office bears the expense of distributing these materials to some 1400 libraries.

Brown: Through our research, we have determined major causes of fugitive documents:

McGarr: The agency does not provide adequate information on its original requisition to enable us to correctly identify its classification and item numbers, thus causing the wrong number of depository library copies being ordered.

Brown: The Government Printing Office does not properly order the correct number of depository copies due to misidentification or misclassification.

McGarr: A contractor does not ship the correct total on the order or mis-ships.

Brown: An agency uses a direct deal contract to prepare its own print orders and fails to include the required depository copies.

McGarr: There is disagreement within the federal government over whether electronic products come under the purview of Title 44. Therefore, there is a problem with acquiring and distributing these products to depositories.

Brown: There is no way to track all government information products, so when depositories do not receive the document due them the only way we find out about it is from informal discovery. As a result, this takes time to correct.

McGarr: At GPO, there is a lack of external and internal coordination, resulting in delays in depository distribution. So to better understand how complicated the fugitive documents issue is, Dave and I will dramatize several scenarios. Most of these incidents have actually occurred and the use of certain names is purely intentional.



**Ring !!!**

**I**

Brown: Hello! This is Steve Hayes from the University of Notre Dame and I have a publication from the Environmental Protection Agency which my library received from a mailing list and it has not been sent through the depository system. How come?

McGarr: Steve, this publication may or may not have been produced through GPO. Let's find out. Look for an imprint line at the back of the document. Do you see a phrase beginning with "U.S. Government Printing Office" and then a



string of numbers? Please read the numbers to me.

Brown: The numbers are 123-456-0-20008.

McGarr: For one thing, that tells me that one of EPA's regional offices used a GPO Regional Printing Procurement Office to produce it. For another, it tells me that the agency had a direct deal contract, which means EPA prepared its own print orders. Thirdly, the text went directly to the contractor. All in all, it means we never got depository copies.

Brown: So, what can be done about it?

McGarr: I would appreciate your photocopying the cover, title page, and imprint line and getting it to me as quickly as possible. Once my staff has that information, we will contact the regional office and request that the file copy of the print order be examined. If the depository rider quantity is not on the print order, it means either the regional office never notified my Acquisitions staff for the rider quantity, or the agency ignored the count they got.

Brown: Can you correct the situation?

McGarr: If the quantity is not correct on the print order, that means either we goofed or the agency is using an outdated count. If the quantity is correct and we never received the depository copies, the contractor will be notified and required to supply signed delivery receipts. Steve, regardless of how the error occurred, the publication will be reprinted or microfiched.

Brown: What would have happened if there were no imprint line? Does that mean that GPO had nothing to do with printing the document?

McGarr: Not always. Sometimes a printer fails to insert the imprint line. Without that imprint line, we assume the document was printed elsewhere. In your example, we will send a Publication Request form to the agency with a copy to JCP. If the agency fails to respond in 30 days, we send a second request. If we receive a response, we prepare a notice for the "Whatever Happened to ..." column in Administrative Notes.

Brown: Does that get results?

McGarr: Sometimes. Occasionally we receive either the full quantity requested or a copy to convert to microfiche. Sometimes we discover that the document was printed by GPO and we reprint it. Sometimes agencies tell us that the publication comes under one of those three exemptions.

Brown: I am not interested in excuses but in results.

McGarr: Steve, we are working at improving agency responsiveness. We are revising

the Publication Request form itself. We are also revising our procedures so that the second copy of the Publication Request form (sent 30 days after the first) is sent to the agency head accompanied by a letter from the Public Printer. A copy of all this will also be sent to the Chairman of the Joint Committee on Printing.



**Ring ! ! !**

**II**

McGarr: Hello, this is Jeannie Isacco from Readex. I am reviewing the Publications Reference File and I have found a number of citations without any SuDocs number. What's going on?

Brown: Jeannie, there may be several reasons why this happened. Each day we receive a carton from our Laurel warehouse containing new publications. These materials are assigned SuDocs class numbers, and that information is entered into STAIRS, our on-line Publications Reference File. In your case, either the publications were not received or the SuDocs number was never entered by us.

McGarr: While I have you on the phone, how come there are publications in the PRF with SuDocs numbers that I cannot find in a local depository?

Brown: Let's say, for example, that only two copies were ordered for an item survey. After the depositories indicate their preferences, the publication is reprinted using the new order count. This results in delayed distribution. In another instance, the format in the List of Classes is microfiche. This requires format conversion, resulting in delay.

Sometimes copies of these titles are never ordered for depositories because the agency or we fail to recognize that the publications are within scope of the depository program. And then there is the case of our never receiving a Notification of Intent to Publish from the ordering agency, which means we could not order depository copies at all.

McGarr: What are you doing to solve this problem?

Brown: Several things. Our Acquisitions and Classification Section is using the publications sent from our Laurel warehouse as a double check and as camera copy for reprinting or converting to microfiche. A revised SF-1, which is the basic Printing and Binding Requisition, will incorporate some features of the Notification of Intent to Publish. It is under final review now.

McGarr: What else?

Brown: A task force of the Interagency Council on Printing and Publishing Services is developing a booklet describing federal publishing services to include a section on the Federal Depository Library Program. The Guidelines for the Provision



of Government Publications for Depository Library Distribution was sent to agency printing officers last summer. In addition, we are taking every opportunity to disseminate these Guidelines at meetings with individual agency officials, or as a result of a letter or telephone inquiry. We do the same thing at presentations before the Printing Assistants Training class, Federal Publishers Committee, etc.

McGarr: Is there anything I can do to help?

Brown: Yes, Jeannie. You can send us the list you have compiled so that we can compare it with the printouts received from our Sales staff containing those PRF records without SuDocs numbers. If necessary, we will buy a copy of each publication, classify it, and distribute it in either paper or microfiche.



**Ring ! ! !**

### III

Brown: Hello! This is Jim Walsh from Boston College. How come the depositories haven't received the Recruiter Journal? It's in the Sales Program.

McGarr: You just pointed out an example of an agency supplying copies of a publication to our Sales people but not providing depository copies. There are many instances of agencies not being aware of the statutory requirement for depository copies. In your case, we have contacted the agency and issues will be reprinted for distribution to depositories. Thank you for calling our attention to this and we apologize for the delay.



**Ring ! ! !**

### IV

McGarr: Hello, this is Barbara Hulyk from the Detroit Public Library. One of the Michigan depositories received a raincheck for an Office of Technology Assessment report? How can this happen when GPO prints them?

Brown: OTA often sends in an SF-1 as soon as a project is assigned rather than when the final report is ready to print. It could be two or more years before this study is completed.

McGarr: So, what happened?

Brown: In this case, the Congressional Printing Management Division used the depository order quantity in effect when the SF-1 was originally processed. Because the item counts change annually, Congressional Printing staff have been instructed to call us for the depository quantity currently in effect just before going to press.

McGarr: While I have you on the phone, how come we are receiving OTA reports in microfiche when the item number is paper?

Brown: What you are getting in fiche are the contractor reports used by OTA to prepare the final printed document. For awhile, OTA had been providing these reports only to the National Technical Information Service, which is not part of GPO. We have acquired cartons of these reports for filing and distribution.



**Ring !!!**

**V**

Brown: Hello! This is Ridley Kessler from the University of North Carolina. No depository in my state has a complete set of the General Wage Determinations ... because they have each received rainchecks for different transmittals. What's going on?

McGarr: Each October, we have an increase in rainchecks because of the annual item selection update cycle. After processing nearly 100,000 item number changes each year, in August we provide the new depository rider quantities to the Requisition Section of our Customer Service Department. In turn, Customer Service notifies agency printing officers with direct deal contracts about the new depository counts which become effective October 1.

Brown: Sounds complicated to me.

McGarr: Bear with me. For serials like the one you cited, the agency either failed to receive the letter or ignored it and copied quantities from older print orders. We notify Customer Service of the shortages and arrange for reprinting. Customer Service contacts the agency printing officer **again** about the correct count.

Brown: Isn't there any way to know up front that the order count isn't right?

McGarr: Good point, Ridley. In the past, we had no idea what publications were ordered by Customer Service on our behalf. Recently, Customer Service has begun entering the depository item number and order count into the Procurement Information and Control System, or PICS, which is for work contracted outside of GPO, or the Production Estimating and Planning System, or PEPS, which is for internal GPO production. Our Regional Printing Procurement Offices have agreed to start doing the same thing soon.

Brown: What if the order from a contractor comes in short?

McGarr: This happens much too often. When what I have described a moment ago is working, we will match the trucker's bill of lading with our original order. If it does not match, we refuse delivery right then and there. Or, we can accept the shipment and then prepare a Notice of Quality Defect for a record of contractor non-compliance.





Ring !!!

VI

Brown: Hello, this is Dan Barkley from Wake-Forest. I saw in the paper that the State Department has released its annual human rights report on diskettes this year. Will depositories get it?

McGarr: I saw the same article, Dan, and I called the State Department about it. Yes, diskettes are available for sale from the State Department. That's the good news. If we had followed standard procedures by using the General Publications item number for Congress (item 0998 or 0998-A-01) in the absence of a Miscellaneous Electronic Products order count, it would have resulted in the reproduction of a ten diskette set x 950 libraries x \$1.25 per diskette = \$11,875.00 in additional costs because the paper copy was available long before the duplication and distribution could be completed.



Ring !!!

VII

McGarr: Hello! This is Julie Wallace from the University of Minnesota. The acquisitions department here wants to know whether certain publications from both the Library of Congress and the National Archives will be distributed by GPO?

Brown: That depends. Certain publications from the Library of Congress and the National Archives are published using trust funds. Thus, they are not within scope of the Depository Library Program by virtue of their not meeting the definition of a government publication under Section 1901, Title 44. Specifically, they are not published at government expense or as required by law. A second reason that certain Library of Congress publications are not distributed through the Depository Library Program is that they fall under the definition of "cooperative" and are excluded by virtue of Section 1903, Title 44.



Ring !!!

VIII

Brown: Hello! This is Jim Veatch from Nashville Tech. I regularly read publications such as CD-ROM End User and have noticed that there are several "fugitive" federal government CD-ROMs that are not in the depository program. What's going on?

McGarr: Jim, you have pointed out a really complex situation. The good news is that, since 1989, when only one CD-ROM was distributed through the Program, there has been steady growth in the number of CD-ROM and floppy diskettes made available to depositories. From January through March 1991 alone, 26 CD-ROMs and 23 floppy diskettes were shipped.

The bad news is that many more are not being made available for depository distribution. There are several reasons for this, but the primary one is that Federal agencies do not recognize the requirement under Title 44 to supply their electronic publications to the Federal Depository Library Program. GPO and JCP may say (with apologies to Gertrude Stein) that "a publication is a publication is a publication" but until Title 44 is clarified, it will be a continuing challenge for GPO to acquire electronic publications.

Brown: Is there anything you can do?

McGarr: GPO staff are committed to the concept of providing "documents to the people" through the Depository Library Program, and that includes electronic documents. As you, and others, notify us of materials not in the Program, we will attempt to acquire them. To supplement that effort, GPO is working to raise the visibility of the Program within the federal community. Getting the message of the value of the Depository Library Program to the people who are planning electronic publishing projects ought to increase the participation in the Program.



## Ring !!!

## IX

Brown: Hello! This is David Cobb from the University of Illinois. I want to talk to you about Forest Service maps arriving folded instead of flat?

McGarr: David who? Oh, David Cobb. How are you?

Brown: Fine, thanks.

McGarr: Did you enjoy your visit to Vermont before Council?

Brown: Yes, I did. But -

McGarr: I hear the Public Printer is pleased with Council's reaction to the new direction for his advisory body.

Brown: This plan will give us a more concentrated focus and make Janet Fisher's job a lot easier. But -

McGarr: How about those Red Sox? Do you think they have a chance at the pennant?

Brown: Pennant? Flag. Country. Maps! That's what I was calling you about. Why are libraries receiving folded maps?

McGarr: It was good talking with you, David. Have a nice day!

\* \* \*



McGarr: Thank you for bearing with us.

Brown: We may not have answered all your questions about fugitive documents but we hope we have improved your understanding of a very complex set of issues and problems.

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## GAO-Produced Microfiche Now Available To Depository Program

### Will Help Fill Gaps in Collections

The depository community is well aware that there have been gaps in their holdings of several General Accounting Office (GAO) series, including GAO Reports (GA 1.13; item 0546-D), Comptroller General of the U.S. (Decisions, Testimonies, Reviews) (GA 1.5/2; item 0546-D-01), and Decisions (GA 1.5/a-2; item 0546-D-01). The latter two series, produced by GAO, often have unfulfilled rainchecks because the Library Programs Service (LPS) cannot use appropriated funds to reproduce materials not procured through the Government Printing Office (Title 44, U.S.C. section 1903).

In order to improve both comprehensiveness of these series and their delivery to depositories, GAO now supplies LPS with one set of second generation silver reproducible microfiche immediately after the titles are microfiched for GAO's internal use. As the GAO-produced microfiche include the three series noted above, LPS has changed the format in the List of Classes from paper to microfiche for the Comptroller General of the U.S. (Decisions, Testimonies, Reviews) (GA 1.5/2; item 0546-D-01), and Decisions (GA 1.5/a-2; item 0546-D-01). LPS uses an existing microfiche contract to duplicate the GAO-produced microfiche. The fiche have GAO accession numbers and no SuDocs numbers in the eye-readable headers.

During 1985-1987, GAO inadvertently dropped LPS from its distribution list for GAO Reports, resulting in gaps in depository holdings. GAO may be able to supply LPS with a copy of its fiche for many of those missing GAO Reports. The library community is encouraged to identify the missing issues and send their lists to the following address:

Chief, Depository Administration Branch  
U.S. Government Printing Office  
Library Programs Service (SLLA)  
Washington, DC 20401

The lists will be verified against the LPS shelflist and then forwarded to GAO. If GAO's fiche of these issues can be obtained, LPS will duplicate and distribute these missing GAO Reports.

## GODORT List of Documents Organizations Being Updated

*[The three announcements that follow were submitted by Stephen Allan Patrick, Head of the Documents/Law/Maps Department, Sherrod Library, East Tennessee State University.]*

The comprehensive GODORT Affiliate/Chapter Officers List is being updated before the ALA Convention in Atlanta. This List has become an important contact device utilized by many grassroots GODORT groups and organizations and is beneficial to organizations planning meetings, exchanging ideas and information, and individuals who may be changing jobs. The completed list will again be published in an upcoming issue of DttP. Future updates and changes will be made on a continuing basis by the GODORT Membership Committee.

Please check your listing from the March 1990 issue of DttP and submit the following updated information for any documents-related organizations (for international, federal, state & local documents), including those belonging to state library associations (roundtables, interest groups, forums, etc.), independent organizations on the regional/state/local/ metropolitan level, and state depository library councils. Groups and organizations not previously listed are welcome to submit information. Please mail or fax the following:

1. Official name of the organization;
2. Name of parent organization (if any);
3. Names of all current officers, their complete addresses, phone-fax-E mail numbers, and dates of their terms of office;
4. Name of newsletter (if any), including newsletters published by regional depositories and name of the editor(s), their complete address, phone-fax-E mail number, and dates of their term of office.

Thank you for your prompt cooperation.

Please submit this information by **June 15th** to:

Stephen Allan Patrick  
 Head, Documents/Law/Maps Department  
 Sherrod Library  
 East Tennessee State University  
 PO Box 22450 A  
 Johnson City, TN 37614-0002  
 Fax: 615-461-7026





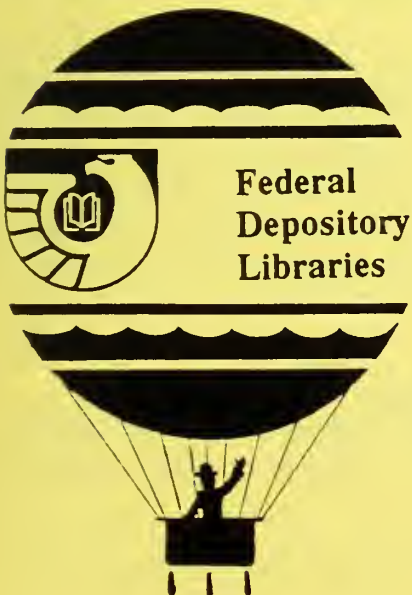
## Celebrating GODORT's 20th Anniversary, 1972 - 1992

The GODORT Steering Committee approved the creation of an ad hoc Committee on the 20th Anniversary during ALA-Midwinter. During the Second Steering Committee meeting on Tuesday, January 15, 1991, several action items were discussed, proposed and deferred to the newly created Committee for review and/or implementation. Among the items proposed were:

- 1) A GODORT logo design competition, wherein the design must reflect all levels of government information activity - international/foreign, federal, state and local;
- 2) The design of a commemorative pin and/or other memorabilia; and
- 3) Plans for an anniversary/celebration reception at the annual conference in San Francisco.

The ad hoc Committee will be working in cooperation with the GODORT Membership and publications Committees. Anyone having additional ideas and who would like to work on or with the ad hoc Committee, please contact:

Stephen Allan Patrick, Chair  
 GODORT ad hoc Committee on the 20th Anniversary  
 East Tennessee State University  
 PO Box 24492  
 Johnson City, TN 37614  
 (615) 929-5334 (work)  
 Fax: 615-461-7026



**Soar Above the Crowd --  
 With Documents!**

# GODORT Logo Design Competition Guidelines

**Entry Deadline - August 31, 1991**

- 1) Designs must reflect all levels of government information activity, including international/foreign, U.S./federal, and state & local; designs will be judged on originality and artistic merit.
- 2) Designs may be submitted by GODORT members, libraries, publishers, vendors, etc. (i.e. anyone). There is no limit on the number of designs submitted by contestants.
- 3) Each entry must be submitted on separate 8½" x 11" white paper. Each design must appear as a finished product.
- 4) Each entry must include the following information: name, title, library/institution, mailing address, telephone and fax/e-mail number.

**Note:** If none of the entries sufficiently illustrates the judging factor, the judges' panel reserves the right not to make an award. GODORT shall acquire the prominent exclusive rights to use the winning design in any form, at any time and in any manner without any additional consideration. As a condition for entry, each contestant shall agree that - upon notification that his/her design is the award winner - the entire right, title, and interest to the design shall vest in GODORT or its assigns. GODORT reserves the right to modify the winning design to make it more suitable for issuance in graphic form. GODORT is not responsible or liable in any way, for loss of or damage to or from the entry design submitted. This competition is subject to all local, state, and federal laws and regulations, including trademark, copyright and patent laws.

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## Entry Form GODORT Logo Design Competition

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Library/Institution \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax/E-mail \_\_\_\_\_

Submit by **August 31, 1991** to:

Stephen Allan Patrick, Chair  
 GODORT ad hoc Committee on the 20th Anniversary  
 East Tennessee State University  
 PO Box 24492  
 Johnson City, TN 37614  
 615-929-5334 (work)  
 Fax: 615-461-7026



## ELECTRONIC CORNER

**Question:** My library has selected the Department of Commerce's National Trade Data Bank on CD-ROM through the Federal Depository Library Program. What information is included on that CD-ROM, and what basic steps do I need to take to access the data on the disc?

**Response:** According to literature provided by the Department of Commerce, the National Trade Data Bank (NTDB) on CD-ROM is a compilation of "...trade promotion and international economic data from 14 Federal Agencies." The contents include foreign spot exchange rates from the Federal Reserve, agricultural commodities figures from the Department of Agriculture, and balance of payments information from Commerce. Documentation on the CD-ROM (see PROGRAM.DOC) provides a full description of the various data series.

An introduction and how-to guide for using the NTDB is on the CD-ROM. This file of documentation can be viewed or downloaded by choosing number 5 on the initial selection menu.

Two programs are available for accessing the data. By selecting "Browse" from the initial menu, you can have a menu-driven program for retrieving data. Under this mode, you can use arrow keys to highlight choices and function keys, such as F3, to retrieve data.

*[Thanks to Arlene Hanefield, Reference/Documents Librarian at the William Madison Randall Library, University of North Carolina at Wilmington, for her contributions to this response.]*

Questions and contributions to the **Electronic Corner** should be sent to Jane Bartlett, Electronic Corner, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401. Phone: (202) 275-1003.



## EPA/TRI CD-ROM Pilot Project Update

The Environmental Protection Agency's **Toxic Release Inventory (TRI)** CD-ROM, one of the five Electronic Dissemination Pilot Projects being administered by the Government Printing Office at the request of the Joint Committee on Printing, has been the focus of a data collection effort this spring. In April, 275 federal depository libraries who selected and received the CD-ROM in June of 1990 were asked to participate in a one-month study to measure usage and to collect comments about this Pilot Project disc. Following receipt of the library's study period data, GPO, with the assistance of the General Accounting Office, will analyze the information and prepare a Pilot Project report.

Questions about the EPA/TRI Pilot Project or the other four projects may be addressed to Jane Bartlett, Manager of the Information Technology Program, Library Programs Service, at (202) 275-1003.



# Whatever Happened To . . . ? ? ?

Date April 25, 19911991-03Page 1 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
D 103.69:14/1	0334-A-21	<p><u>Engineer Update, Vol. 4, No. 1, January 1990</u></p> <p>The Department of Defense has informed LPS that they cannot provide additional copies of this publication, and we cannot reprint under title 44, U. S. Code, section §1903, no rain check shortages will be filled.</p>
FCA 1.3:	0430-J-09	<p><u>FCA Bulletin</u></p> <p>Twenty six months ago this publication was suspended, however it has now resumed publication with the first issue dated March 15, 1991, it will be issued under the same item number and class.</p>
L 38.2:C 85/990	0637-H	<p><u>Program Policy Letter No. P90-IV-4, 09/05/90-03/31/92</u></p> <p>The Department of Labor has informed LPS that they cannot supply sufficient copies for depository distribution and under title 44 U. S. Code, section §1903 we cannot reprint.</p>
L 38.17/2:	0637-K-03	<p><u>Program Information Buletin</u></p> <p>LPS has been informed by the Department of Labor that they cannot provide copies of this bulletin number 90-5, and 90-9, for distribution by LPS, and under title 44, U. S. Code, section §1903, we cannot reprint.</p>
J 1.58:	0717-B-11	<p><u>FOIA Update</u></p> <p>The Justice Department has informed LPS that there will be no 4th issue of this publication for 1990.</p>
L 2.71:	0768-G	<p><u>BLS Reports</u></p> <p>LPS has been informed by the Labor Department that they cannot supply sufficient copies of reports 797 and 798, for depository distribution, and under title 44, U. S. Code, section §1903, we cannot reprint.</p>



# Whatever Happened To . . . ? ? ?

Date April 25, 19911991-03Page 2 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
L 36.102:M 59/990	0782	<p><u>Milestone: The Women's Bureau Celebrates 70 Years of Women's Labor History, 1990</u></p> <p>LPS has been informed by the Labor Department that they cannot supply sufficient copies of this publication for distribution by LPS, and under title 44, U. S. Code, section §1903, we cannot reprint.</p>
S 1.71.4:	0877-C	<p><u>Current Policy Reports</u></p> <p>The Department of State cannot supply LPS with sufficient copies of Current Policies numbers 1246 and 1255, for distribution, and State has informed LPS that this publication will be incorporated into the publication title "Dispatch".</p>

# Update to the List of Classes

Date 3-12-911991-6Page 1 of 2

Class no.	Item no.	Change/Notice
A 13.79/3:	0083-B-04	Bulletin of hardwood market statistics (quarterly)(P), will be added to item number 0083-B-04.
A 13.120:	0082-D-06	Mountain views (quaretrly)(P), will be added to item number 0082-D-06.
A 67.18:	0076-J	FDL-MT meat and dairy monthly imports title has changed to FD-MI dairy monthly imports. The item number remains the same.
C 55.22/3:	0250-F	Posters (P), will be added to item number 0250-F.
D 1.93:	0306-A-11	Institute for Defense Analyses (IDA report R-nos) (MF), will be sent as related material under item number 0306-A-11.
D 201.36:	0370-C	Update (Electronic manufacturing productivity facility)(quarterly)(P), will be added to item number 0370-C.
E 3.18/4:	0435-E-01	Financial statistics of selected electric utilities. This title has changed to Financial statistics of selected publicly owned electric utilities. The class number has also changed to E 3.18/4-3:. The item number will remain the same.
E 3.31:	0429-K-01	Short-Term energy outlook, the format has changed to MF.
HE 20.4003/3:	0475-Q	FDA drug bulletin, the title has changed to FDA Medical Bulletin.
HE 20.6208/4-8:	0509-D	Instruction manual part 2h, dictionary of valid terms for the mortality medical indexing, classification (MICAR) (annual)(P), will be added to item number 0509-D.



# Update to the List of Classes

Date 3-12-911991-6Page 2 of 2

Class no.	Item no.	Change/Notice
HH 1.115:	0582-T	The HUD connection (quarterly) (P), will be added to item number 0582-T.
HH 2.24/5:	0593-F	Summary of mortgage insurance operations (annual) (MF), will be sent as related material under item number 0593-F.
I 29.98:	0654-D	Glen echo park (quarterly)(P), the format has changed to (MF).
I 49.44/4:	0612-C	Refuges 2003-A plan for the future of the National Wildlife Refuge System (irregular)(P), will be added to item number 0612-C.
L 2.38/8-4:	0768-F-05	Latest consumer price index (tables for U.S. and 6 cities in the Midwest) (monthly)(P), will be added to item number 0768-F-05.
LC 26.7:	0823	Subject headings used in dictionary catalogs of Library of Congress and supplements (P). The title has been changed to Library of Congress subject headings and supplements. the item number will remain the same.
LC 26.10:C56/990	0819	Handbooks, manuals and guides, will be offered on a future survey. In order to expedite this edition, we will mail it out under item item number 0819.
TD 4.68:	0431-A-17	FAA aviation safety journal(quarterly) (P), will be added to item number 0431-A-17.

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